



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

CATHERINE CORTEZ MASTO
Attorney General

KEITH G. MUNRO
Assistant Attorney General

NICHOLAS A. TRUTANICH
Chief of Staff

December 30, 2014

***Unclassified Position Announcement
Open Competitive***

Administration Division/Attorney General's Office

POSITION TITLE: Executive Assistant

DUTY STATION: Carson City, Nevada

APPROXIMATE SALARY:

Up to \$56,265.00 (Depending on Experience) - Employee/Employer Paid

Up to \$49,847.00 (Depending On Experience) - Employer Paid

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's Office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: The Executive Assistant will provide the highest level of administrative and secretarial support to the Attorney General. The Executive Assistant must be able to handle a complexity of problems and issues which impact the Attorney Generals area of responsibility; including the frequency and content of personal contacts with the governor's staff, legislators, Attorney Generals, representatives of external entities including the media; being mindful of the consequence of error associated with communications, actions and decisions; and the knowledge, skills and abilities required to assist the highest level of staff.

PRIMARY DUTIES: Provide executive assistance in an administrative liaison capacity directly with the Attorney General, Assistant Attorney General, Chief of Staff, Solicitor General, Consumer Advocate, Chief Deputy Attorneys General, Chief Personnel Manager, Chief Financial Officer, and Public Information Officer.

POSITION REQUIREMENTS: Graduation from high school or equivalent education and five years of progressively responsible administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and/or work groups; **OR** one year of experience as an Administrative Assistant IV in Nevada State service which included administrative support duties as described above; **OR** an equivalent combination of education and experience.

PHYSICAL DEMANDS: Operation of personal computers including word processing, spreadsheet, database management and associated business applications; operation of office equipment such as copiers, calculators, facsimile machines, printers, and other equipment. Communication skills/techniques in public relations a plus. Working knowledge of State and Federal regulations and requirements related to administrative functions, and applicable policies, laws, regulations, policies and procedures of the Office of the Attorney General.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applicants must mail or e-mail a cover letter, resume, and 2 references to:

Nevada Office of the Attorney General
Nicholas A. Trutanich, Chief of Staff
100 N. Carson Street
Carson City, NV 89701-4717
Fax number: (775) 684-1108
E-mail address: ntrutanich@ag.nv.us

This announcement will remain open until filled.

The Attorney General's Office is an Equal Opportunity Employer